



## **Procedure 5.1 Notification of Concern**

## **Procedure 5.2 Disclosure of Neglect or Abuse**

## **Procedure 5.3 Allegation against a staff member**

*Date Approved: 8 September 2016*

*Review Date: September 2019*

*Review Cycle: 3 Yearly*

### **Rationale**

This policy outlines the board's commitment to child protection and recognises the important role and responsibility of all our staff in the protection of children. It includes the board's expectations when child abuse is reported or suspected by us.

All staff members (including contractors and volunteers) are expected to be familiar with this policy, its associated procedures and protocols and abide by them.

### **Purpose**

The Board of Trustees has an obligation to ensure the wellbeing of children in our care so they thrive, belong and achieve. We are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority. Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

In line with section 15 of the Children, Young Person and Their Families Act, any person in Garin College who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually) ill-treated, abused, neglected, or deprived must follow school procedures and may also report the matter to Oranga Tamariki Ministry for Vulnerable Children or the local police.

### **Guidelines**

Although ultimate accountability sits with the board, the board delegates responsibility to the principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents. Therefore, the principal must:

1. Develop appropriate procedures to meet child safety requirements as required and appropriate to the school, to guide staff to identify vulnerability, abuse, neglect, family violence, cumulative harm, cyberbullying, exposure to inappropriate material, sexual exploitation.
2. Comply with relevant legislative requirements and responsibilities - Vulnerable Children's Act 2014,

3. Make this policy available on the school's internet site or available on request.
4. Ensure that every contract, or funding arrangement, that the school enters into requires the adoption of child protection policies where required
5. Ensure the interests and protection of the child are paramount in all circumstances
6. Recognise the rights of family/whanau to participate in the decision-making about their children
7. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response
8. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented
9. Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal
10. Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with the board or designated person
11. Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise
12. Make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy
13. Ensure that this policy forms part of the initial staff induction programme for each staff member (inclusion in staff induction manual, Principal's PA to collate certificates of completion and keep record of all staff trained in VCA)

**Review schedule:** Within 3 years

Adopted:

Principal: \_\_\_\_\_ Chairperson: \_\_\_\_\_

## Related documentation and information

- Further information including frequently asked questions (FAQ's) are available on the NZSTA website [www.nzsta.org.nz](http://www.nzsta.org.nz)
- Ministry of Education website [www.education.govt.nz](http://www.education.govt.nz)
- [Vulnerable Children Act 2014](#)
- Further information and sample child protection templates are available in the Children's Action Plan guideline Safer Organisations, Safer Children:  
<http://www.childrensactionplan.govt.nz/assets/CAP-Uploads/childrens-workforce/Safer-Organisations-safer-children.pdf>

The following procedures will be developed for this policy:

### **Procedures (Flowcharts)**

VCA 5.1 Notification of Concern

VCA 5.2 Notification of Disclosure of Abuse or Neglect

VCA 5.3 Notification of Allegation against a Staff Member

The following Appendix will support the implementation and understanding of the Child Protection Policy.

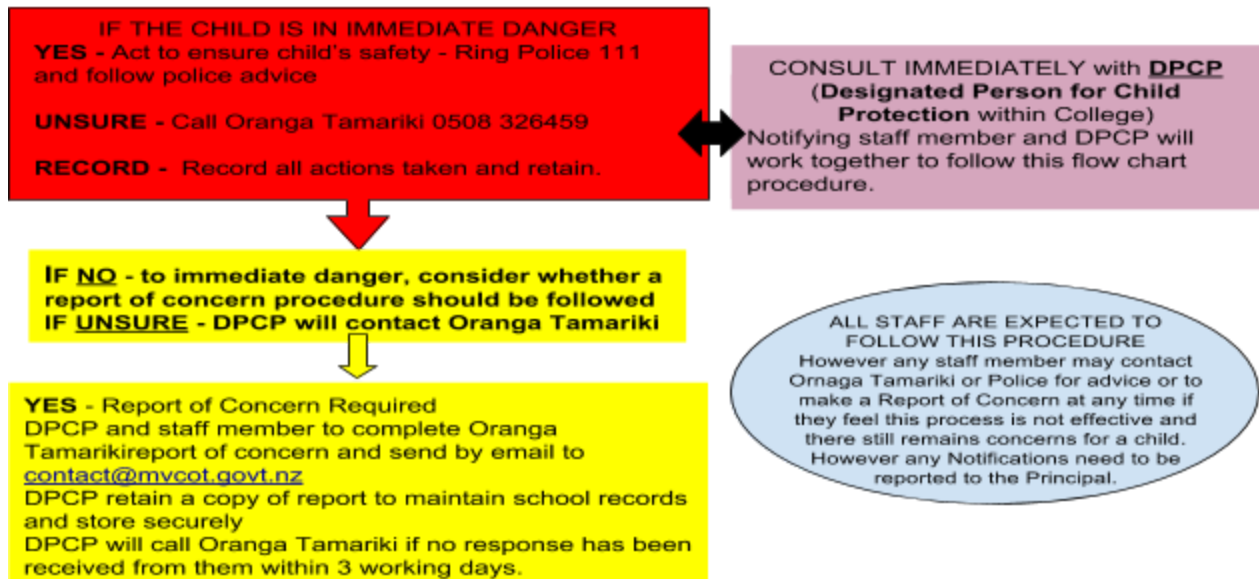
### **Appendix**

- Glossary of Terms/ Definitions
- Confidentiality and Information Sharing (linked to Privacy Policy check Privacy policy - should be in addition to this but linked in)
- Guidance in identifying possible Indicators of potential abuse or potential neglect



**SCHOOL PROCEDURE -  
VCA 5.1 Notification of Concern**

FLOW CHART FOR RESPONDING TO **CONCERNS** ABOUT A CHILD OR SUSPECTED VULNERABILITY, CHILD ABUSE OR NEGLECT  
(Adapted from 2017 Safeguarding Children Initiative)



**REVIEW AND MONITOR**

- DPCP and relevant staff will review and monitor any active protection concerns on a weekly basis
- Every review will follow the steps of this flow diagram
- Review will consider any further necessary actions, follow ups or referrals
- New or additional reports of concern to Oranga Tamariki may be made at anytime
- Records of all reviews will be kept securely by the DPCP

**RECORDING - All information to be recorded and include**

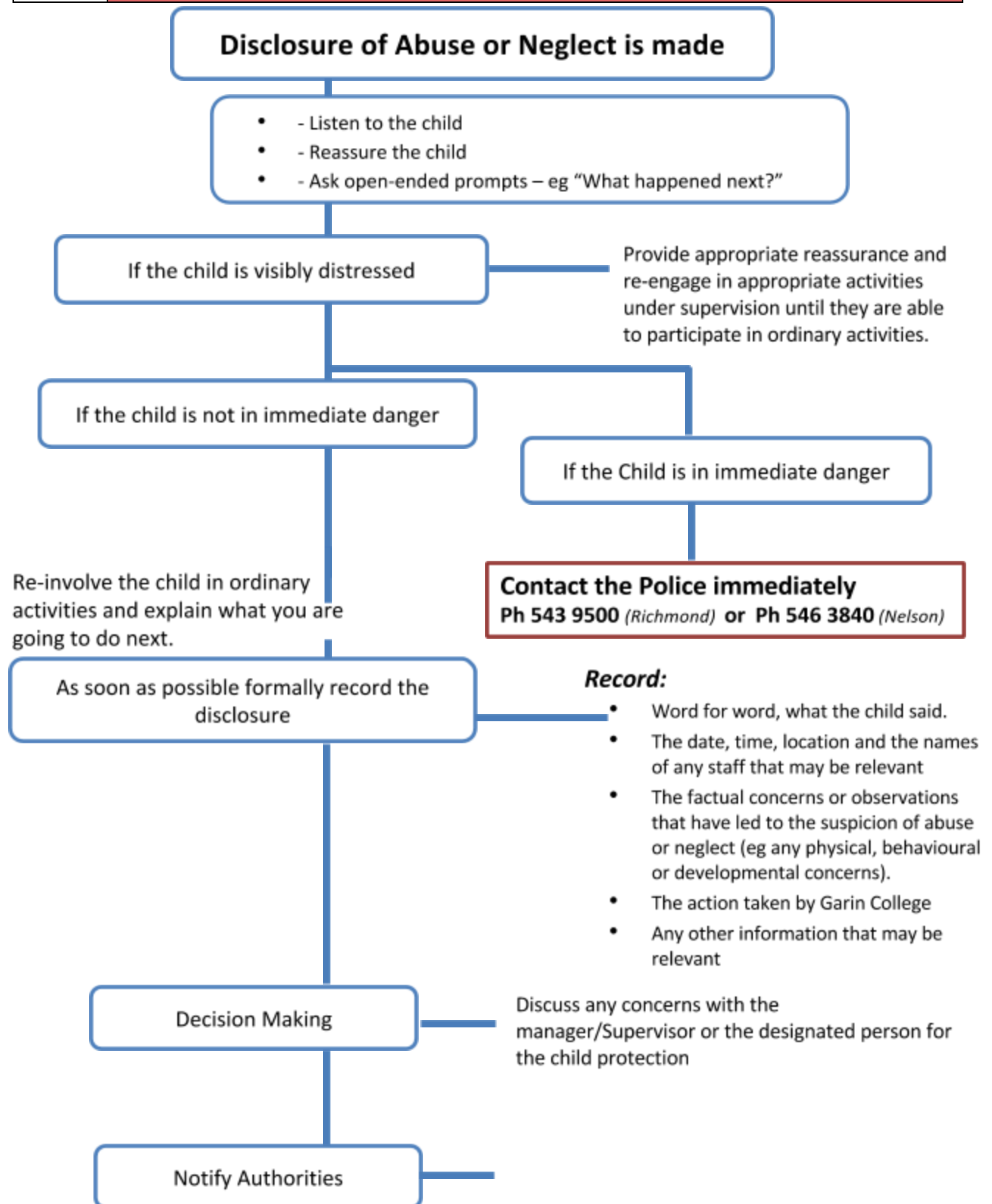
Date/s	Time	Facts
Places	Names	Family details
Who was present	Advice and Actions	Information shared

**CONTACT DETAILS**

Oranga Tamariki Edu Assist - 0508 332774 Call Centre 0508 326459  
 Email - [contact@mvcot.govt.nz](mailto:contact@mvcot.govt.nz)  
 Police: 111 Nelson Police Child Protection Team - 03 5463840



**SCHOOL PROCEDURE -**  
**VCA 5.2 Notification of Disclosure of Abuse or Neglect**

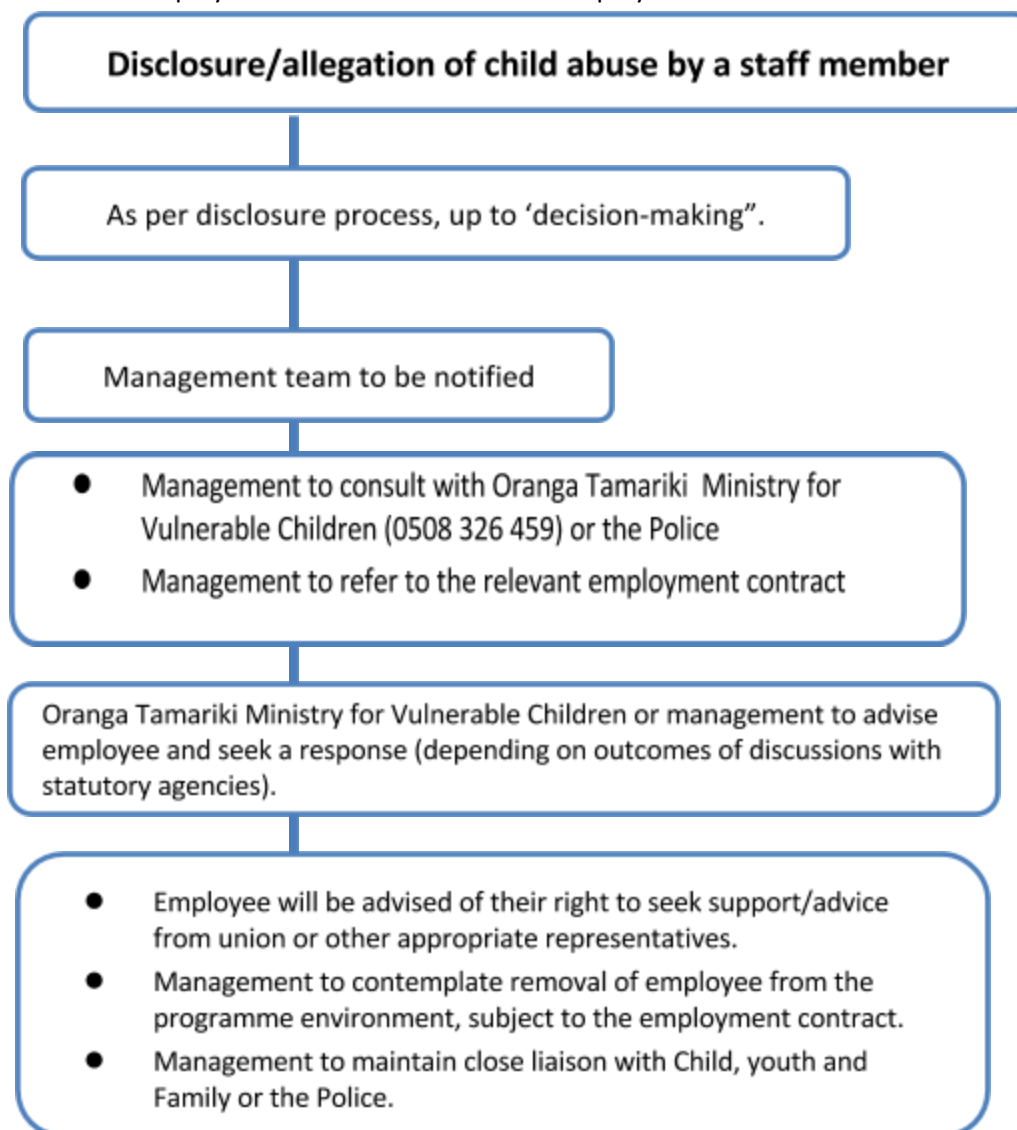




## Garin College Children's Action Plan

### When an allegation is made against a member of staff

All matters involving allegations against staff need to be escalated to the management team. To ensure the child is kept safe, management may take steps to remove the staff member against whom an allegation has been made from the environment, subject to the requirements of the applicable individual or collective employment contract and relevant employment law.



We commit not to use 'settlement agreements', where these are contrary to a culture of child protection. Some settlement agreements allow a member of staff to agree to resign provided that no

disciplinary action is taken, and a future reference is agreed. Where the conduct at issue concerned the safety or wellbeing of a child, use of such agreements is contrary to a culture of child protection.

## **Appendix**

- Glossary of Terms/ Definitions
- Confidentiality and Information Sharing (linked to Privacy Policy)
- Guidance in identifying possible Indicators of potential abuse or potential neglect



**APPENDIX -**  
**VCA - GLOSSARY OF TERMS / DEFINITIONS**

In fulfilling the policy, procedure and appendix of our Child Protection Policy the Glossary of Terms Defines meaning within this document.

- **Child** - any child or young person under 18 years and who is not married or in a civil union
- **Child protection** - activities carried out to ensure that children are safe in cases where there is suspected abuse or neglect or are at risk of abuse or neglect.
- **Designated Person for Child Protection** - the manager/supervisor or designated person responsible for providing advice and support to staff where they have a concern about an individual child or who want advice about child protection policy.
- **Disclosure** - information given to a staff member by a child, parent or caregiver or a third party in relation to abuse or neglect.
- **Oranga Tamariki** - the agency responsible for investigating and responding to suspected abuse and neglect and for providing care and protection to children found to be in need.
- **New Zealand Police** - the agency responsible for responding to all situations where a child is in immediate danger and for working with Oranga Tamariki in child protection work and investigating cases of abuse or neglect where an offence may have occurred.
- **Physical abuse** - any acts that may result in physical harm of a child or young person. It can be, but is not limited to: bruising, cutting, hitting, beating, biting, burning, causing abrasions, strangulation, suffocation, drowning, poisoning and fabricated or induced illness.
- **Sexual abuse** - any acts that involve forcing or enticing a child to take part in sexual activities whether or not they are aware of what is happening. Sexual abuse can be but is not limited to:
  - **Contact abuse:** touching breasts, genital/anal fondling, masturbation, oral sex, penetrative or non-penetrative contact with anus or genitals, encouraging the child to perform such acts on the perpetrator or another, involvement of the child in activities for the purposes of pornography or prostitution.
  - **Non-contact abuse:** exhibitionism, voyeurism, exposure to pornographic or sexual imagery, inappropriate photography or depictions of sexual behaviours or comments.
- **Emotional abuse** - any act or omission that results in adverse or impaired



psychological, social, intellectual and emotional functioning or development. This can include:

- Patterns of isolation, degradation, constant criticism or negative comparison to others. Isolating, corrupting, exploiting or terrorising a child can also be emotional abuse.
  - Exposure to family/whanau or intimate partner violence.
- **Neglect** - neglect is the most common form of abuse and although the effects may not be as obvious as physical abuse, it is just as serious. Neglect can be:
    - Physical (not providing the necessities of life like a warm place, food and clothing)
    - Emotional (not providing comfort, attention and love)
    - Neglectful supervision (leaving children without someone safe looking after them)
    - Medical neglect (not taking care of health needs)
    - Educational neglect (allowing chronic truancy, failure to enrol in education or inattention to education needs)

Given the link between family violence, intimate partner violence and child abuse, it is also important to understand these terms.

- **Family violence** has been defined by the NZ Family Violence Clearing house as violence and abuse against any person whom that person is, or has been, in a domestic relationship with. This can include sibling against sibling, child against adult, adult against child and violence by an intimate partner against the other partner (NZ Family Violence Clearinghouse; Issues Papers 3 & 4 April 2013)
- **Family violence** is also defined in Te Rito, the NZ Family Violence prevention Strategy, as covering a broad range of controlling behaviours, commonly of a physical, sexual and/or psychological nature that typically involve fear, intimidation or emotional deprivation. It occurs within a variety of close interpersonal relationships, such as between partners, parents and children, siblings, and in other relationships where significant others are not part of the physical household but are part of the family and/or are fulfilling the function family. Common forms of violence in families/whanau include:
  - Spouse/partner abuse (violence among adult partners)
  - Child abuse / neglect (abuse/ neglect of children by an adult)
  - Elder abuse/ neglect (abuse or neglect of older people aged approx 65 years and over, by a person with whom they have a relationship of trust)
  - Parental abuse (violence perpetrated by a child against their parent); sibling abuse (violence among siblings); Te Rito - NZ Family Violence Prevention Strategy, Ministry of Social Development, 2002)
- A legal definition of family violence is provided in Section 3 of the Domestic Violence Act 1995
- Intimate Partner violence is a subset of family violence. The NZ Family Violence Clearinghouse states that intimate partner violence includes physical violence, sexual violence, psychological/emotional abuse, economic abuse, intimidation, harassment, damage to property and threats of physical or sexual abuse towards an intimate partner (NZ Family Violence Clearinghouse; Issues Papers 3 & 4, 2013)



**APPENDIX -**

**VCA - CONFIDENTIALITY AND INFORMATION SHARING (linked to Privacy Policy)**

Sharing the right information with appropriate person is one way an organisation can safeguard the children accessing its service.

**Key Information**

1. The Privacy Act 1993 and Children, Young Persons and their Families Act 1989 allow information to be shared to keep children safe when abuse or suspected abuse is reported or investigated.
2. Generally, advice should be sought from Oranga Tamariki and or the police before identifying information about an allegation is shared with anyone other than the service manager or a designated person for child protection.
3. Under Sections 15 and 16 of CYPF Act, any person who believes that a child has been, or is likely to be, harmed physically, emotionall or sexually, or ill-treated, abused, neglected or deprived may report the matter to Oranga Tamariki or the Police and , provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against them.
4. Staff should also understand their obligation under the Privacy Act 1993 (and for health agency staff, the Health Information Privacy Code), namely:
  - a. When collecting personal information about individuals it is important to be aware of the requirements of the privacy principles - i.e, the need to collect the information directly from the individual concerned and when doing so to be transparent about: the purposes for collecting the information and how it will be used: who can see the information; where it is held; what is compulsory/voluntary information and that people have a right to request access to correction of their information
  - b. Staff may, however, disclose information under the Privacy Act/ health Information Privacy Code where there is good reason to do so - such as where there is a serious risk to individual health and safety (see privacy principle 11/Code rule 11)



**APPENDIX -**

**VCA - GUIDANCE IN IDENTIFYING POSSIBLE INDICATORS OF POTENTIAL ABUSE OR POTENTIAL NEGLECT**

Child abuse and neglect can take many forms. This appendix provides clear guidelines and guidance to staff on what indicators to look for.

1. While there are different definitions and categories of abuse, the important thing is for staff to consider overall well-being and the risk of harm to the child. It is not so important to be able to define or categorise the type of abuse or neglect.
2. Staff should feel empowered to act on suspected abuse or neglect, even when the symptoms or patterns of symptoms are subtle, while avoiding adhering to stereotypes and making assumptions.
3. It is normal for staff to feel uncertain, The important thing is that they can recognise when something is wrong, especially if they notice a pattern, or several signs that make them concerned.

**INDICATORS of POTENTIAL ABUSE.** These may include:

*Physical signs* (e.g unexplained injuries, burns, fractures, unusual or excessive itching, genital injuries, sexually transmitted diseases)

*Behavioural Problems* (e.g age inappropriate sexual interest or play, fear of a certain person or place, eating disorders/ substance abuse, disengagement/neediness, aggression)

*Developmental delays* (e.g small for their age, cognitive delays, falling behind in school, poor speech and social skills)

The child talking about things that indicate abuse (sometimes called an allegation or disclosure)

*Emotional abuse/neglect* (e.g sleep problems, low self esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and evidence of self harm)

**INDICATORS OF POTENTIAL NEGLECT**

*Physical signs* (e.g looking rough and uncared for, dirty without appropriate clothing, underweight)

*Behavioural concerns* ( e.g disengagement / neediness, eating disorders/substance abuse, aggression)

*Developmental delays* ( e.g small for their

*Neglectful supervision* (e.g out and about

age, cognitive delays falling behind in school, poor speech and social skills

*Emotional abuse/neglect (e.g sleep problems, low self esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and evidence of self-harm)*

unsupervised, left alone, no safe home to return to)

*Medical neglect (e.g. persistent nappy rash, or skin disorders or other untreated medical issues)*





If you believe a child is in immediate danger or in a life-threatening situation contact Police immediately by dialling 111.

## Report of Concern to Oranga Tamariki Ministry for Vulnerable Children

Call us on: 0508 326 459

Email address for sending the written referral: [contact@mvcot.govt.nz](mailto:contact@mvcot.govt.nz)

or Fax: (09) 914 1211 (telephone and e-mail is our preferred method)

Before you make this referral we encourage you to speak to whānau about your concerns and let them know your plan to contact Oranga Tamariki. However if children (or you) are at **immediate** risk of harm, we understand you may make a referral without contacting the child's whānau.

If you have spoken with a Oranga Tamariki social worker about this referral, please record

Name of Social Worker:

Date/time of conversation:

Outcome of the discussion:

Wherever possible we will work with you and will endeavour to make contact with you prior to visiting the whānau.

We prefer you speak to a social worker at our National Contact Centre by phone 0508 326 459, so you can discuss your concerns and answer any questions the social worker may have to help inform their decision about the next step. Where your agency requires a written referral please send a copy of this document (we prefer an electronic word document).

This form may ask for information you do not have, that's okay. For these please write "not known/not applicable". The more information you can share, the better our decision making will be and the better the outcome for the child will be.

### Your details

Date:

Your name and role:

Your email address:

Your contact phone number/s:

Your afterhours contact phone number: (for emergency situations only)

Your organisation:

Your postal address:

Alternate contact person:

Alternate contact person phone number/s:

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If you believe a child is in immediate danger or in a life-threatening situation contact Police immediately by dialling 111.

Please advise if you wish your identity to remain confidential. We generally do not disclose your identity but there may be exceptional situations where we may have to. Should this occur we will let you know. Keep in mind that families may form their own views on who made contact with Oranga Tamariki.

### Have you informed the whānau that your concern is being reported to Oranga Tamariki?

What steps have you taken to discuss and address your concerns with the whānau or through referrals to other agencies before referring to Oranga Tamariki?

What was their response?

### Key Information:

Please enter information below for all the children and young people in the whānau that you are concerned about including their siblings.

Child's Name:

Also known as:

Date of Birth: (or Expected Due Date)

Unique Identifier (e.g. NHI, NSN):

Gender:

Child's address: (This is essential information to enable the MVCOT Contact Centre to refer the case to the appropriate MVCOT site)

Ethnicity: (include iwi/Pacific Island Affiliation if known)

Child's Name:

Also known as:

Date of Birth: (or Expected Due Date)

Unique Identifier (e.g. NHI, NSN):

Gender:

Child's address: (This is essential information to enable the MVCOT contact centre to refer the case to the appropriate MVCOT site)

Ethnicity: (include iwi/Pacific Island Affiliation if known)

Please add any additional children and their details below:

Mother's name:

Also known as:

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If you believe a child is in immediate danger or in a life-threatening situation contact Police immediately by dialling 111.

**Date of Birth:** (or approximate age)

**Phone number:**

**Address:**

**Father's name:**

**Also known as:**

**Date of Birth:** (or approximate age)

**Phone number:**

**Address:**

**Who else is living in the home** (name and age):

**If a child has a parent/carer different from those stated above please provide the details and their relationship to the child/ren:**

**Other whānau or people involved in the care of the child/young person:** (please include, name, relationship to the child, address and contact phone number)

**Early Childhood Education / School:** (please include, contact person and contact phone number)

It is helpful to know who else is working with the whānau. We may need to talk to the agency before talking with the whānau. Please tell us about other agencies working with this whānau.

Agency	Contact name	Contact number	Why/how are they involved
General Practitioner			
Alcohol/Drug and Other addiction services			
Child and Adolescent Mental Health Service			
Community Mental Health or Addiction Services (adult services)			
Cultural Support			
DHB Social Worker			

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# ORANGA TAMARIKI

Ministry for Vulnerable Children

If you believe a child is in immediate danger or in a life-threatening situation contact Police immediately by dialling 111.

Disability Services			
Family Start			
Maternity Service/Lead Maternity Carer <i>If antenatal referral, what is the expected date of delivery?</i>			
Plunket / Well Child / Tamariki Ora			
Police			
Public Health Nurse			
Special Education / School Counsellor / SWISS/MASSIS			
Children's Team			
Other e.g. Paediatrician, NGO social service (please specify)			

**What was the outcome of your discussion with them about referring to Oranga Tamariki?** *(It is helpful to know why they are involved and what they are working on with the whānau)*

## Reason for referral

Please describe what your worries and concerns are for this child or young person, this group of children and their whānau:

What is your main concern for this child or young person?

Describe what you are observing, what you have heard or what you have been told rather than using general terms such as 'emotional abuse'

Note in the child or young person's words anything they may have said to concern you (When did they say it and to whom?)

Make note of how recent and frequent any specific incidents or events are (explain who, what, when, how?)

Describe any other issues that could be impacting on the child or young person e.g. family violence, chronic ill health, disabilities, mental illness, substance misuse, lack of support, truancy, behavioural, family stress, transience, criminal history, non-engagement/avoidance of services and describe how this has affected the child or young person?

Source of the information (e.g. observed directly or name and contact details):

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# ORANGA TAMARIKI

Ministry for Vulnerable Children

If you believe a child is in immediate danger or in a life-threatening situation contact Police immediately by dialling 111.

**What has prompted you to refer to Oranga Tamariki now?** *(What are your immediate safety concerns for this child or young person?)*

**Where is the child or young person now?** *(e.g. school, hospital, home)*

**Who in the whānau or friends of this whānau can help provide support around the concerns you have and how can they do this?** *(Please provide contact details)*

**What is working well for this whānau?** *(What needs of the children and young people are being met and how does this happen?)*

**What is in place to support the whānau and keep the children or young person safe currently?** *(Services and agencies providing support, family and friends visiting, people providing care for the children)*

**Tell us why you think Oranga Tamariki is the most appropriate agency to assess the needs and circumstances of this whānau now?** *(What have you already tried to address the concerns? What is currently in place to address your concerns? What would you like Oranga Tamariki to do?)*

**What other needs have you identified for this whānau?** *(Disability, language, cultural)*

## What happens next?

A social worker at our National Contact Centre will read your report of concern and make a decision as to the next best step to ensure the safety of the children or young people in this whānau.

They may need to talk to you to clarify some information to help them make the best decision for these children or young people. Please ensure you are available to be phoned by the social worker.

*Developed in collaboration with New Zealand Police, Ministry of Health and Ministry of Education*

*Version 2 April 2017*

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